

CITY / COUNTY HEALTH - ENVIRONMENTAL HEALTH SERVICES

Department Overview

Environmental Health Services (EHS) is a function of the Gallatin City / County Health Department. EHS is responsible for enforcement of state laws and regulations, and County rules and Regulations on environmental health statutes involving food, water, wastewater and air.

These statutes require EHS to inspect and enforce regulations for food establishments, public accommodations, day care centers and trailer courts. EHS issues permits and inspects septic systems within the county and assists other governmental agencies in the investigation and remediation of environmental health problems or issues. EHS performs site evaluations of proposed subdivisions to ensure compliance with the Sanitation in Subdivision Act and local septic regulations. In addition to these mandatory programs, EHS manages the local radon program and is under a contract with the State to inspect public water systems.

Department Goals

- Create a program to document locations of public wastewater treatment systems, and increase local on-site presence with proposed public wastewater treatment systems.
 - Complete internal program evaluations for EHS programs.
 - Review and modify EHS programs as determined by evaluations.
 - Complete Administrative Manuals.
 - Participate in the regional public health emergency response plan.
 - Implement performance-based employee appraisals.
 - Consider implementation of electronic record management system.
 - Streamline and increase coordination of the permitting process with Planning.
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Recent Accomplishments

- EHS has recently modified its program delivery model with the intent of maximizing cross training of staff and ensuring that program coverage is not affected by seasonal demands.

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Department Budget

Object of Expenditure	Actual FY 2005	Final FY 2006	Actual FY 2006	Request FY 2007	Preliminary FY 2007	Final FY 2007
Personnel	\$ 534,067	\$ 584,832	\$ 546,338	\$ 578,273	\$ 613,884	\$ 600,350
Operations	69,940	96,053	74,829	97,175	97,175	97,175
Debt Service	-	-	-	-	-	-
Capital Outlay	-	43,803	19,571	18,800	18,800	18,800
Transfers Out	-	-	-	-	-	-
Total	\$ 604,007	\$ 724,688	\$ 640,738	\$ 694,248	\$ 729,859	\$ 716,325

Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	604,007	724,688	640,738	694,248	729,859	716,325
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 604,007	\$ 724,688	\$ 640,738	\$ 694,248	\$ 729,859	\$ 716,325

Funding Sources

Tax Revenues	\$ 240,740	\$ 288,840	\$ 288,839	\$ 288,840	\$ 288,839	\$ 288,839
Non-Tax Revenues	251,328	301,543	316,620	301,543	316,620	316,620
Cash Reappropriated	111,939	134,305	35,279	103,865	124,400	110,866
Total	\$ 604,007	\$ 724,688	\$ 640,738	\$ 694,248	\$ 729,859	\$ 716,325

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	EHS Director	1.00
3	Full-Time	Environmental Health Spec II	3.00
5	Full-Time	Environmental Health Spec I	5.00
1	Full-Time	Administrative Secretary III	1.00
1	Full-Time	Administrative Secretary I	1.00
1	Part-Time	Environmental Health Spec I	0.06
Total Program FTE			11.06

2007 Budget Highlights

Personnel

- No significant change.

Operations

- No significant change.

Capital

- Building Reserve \$7,500, GPS Unit \$3,800 and Computers (3) \$7,500

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Environmental Health Services is striving to fulfill those goals.

Exceptional Customer Service

- Implement electronic filing and food service inspections.
- Streamline and increase coordination of the permitting process with Planning.
- Create programs to document location of public wastewater treatment systems.

Be Model for Excellence in Government

- Participate in the regional public health emergency responses plan.
- Review and modify EHS programs.

Improve Communications

- Design, develop, and implement a mechanism to receive client feedback.
- Improve public access to the Department's website.
- Perform a minimum of 6 outreach or educational talks.

To be the Employer of Choice

- Continue advanced training.
- Performance based employee appraisals.

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Workload Indicators

Indicator	Actual FY 2004	Actual FY 2005	Estimate FY 2006	Projected FY 2007
1 . Number of septic applications processed	615	542	600	650
2 . Number of subdivision applications received (lots)	147 (1229)	179 (781)	200 (1000)	210 (1050)
3 . Number of licensed food establishments	729	746	750	750
4 . Number of Temporary Food events inspected	124	309	310	310
5 . Number of ServSafe classes/participants	135	117	154	160
6 . Number of complaints investigated	320	305	310	310
7 . Number of public accommodation inspections	161	229	229	229

Performance Measures

Measure	Actual FY 2004	Actual FY 2005	Estimate FY 2006	Projected FY 2007
1 . Percent of septic permits scanned into an electronic system				
2 . Percent of septic installations inspected				
3 . Participation in the ServSafe classes will be increased by 5%	135	117	154	160
4 . Percent of complaints resolved	- -	- -	75%	70%
5 . Percent of clients satisfied with service	- -	98% *	95% **	

Commentary

* Septic Permit program survey issued to a sample of site evaluators and installers; the percentage who felt services were excellent or good

** Inspection Services program survey issued to a sample of public accommodations, trailer courts and restaurants/food services; the percentage who agreed that inspections were timely convenient.

Data based on calendar year